

Enrollment in On-Duty classes with GoArmyEd

Eligible FM's, Veterans, and DAC's can request enrollment in an On-Duty class after establishing a GoArmyEd account with a counselor.

1. Log on to GoArmyEd at www.goarmyed.com with your username and password.
2. Your GoArmyEd homepage appears.
3. In the **On-Duty Resources** section, select the "**On-Duty Enrollment Request**" link.
4. The On-Duty Enrollment Request page appears. Select the magnifying glass icon in the "**Class ID**" field.

Note: Fields marked with an asterisk must be completed.

5. The Look up Class ID page appears with a list of On-Duty courses. Select the On-Duty class you want to view.

Note: You can select any column heading to sort in ascending order.

6. The On-Duty Enrollment Request form appears. Review the **Class Details** section including:

- Start and end time
- Installation: FORT RILEY
- Class Description

7. To select a different On-Duty class, select the magnifying glass icon to return to the previous Look up Class ID page.
8. Select the drop-down arrow in the "**Objective**" field and select the reason you are requesting to attend this particular On-Duty class
9. Select the "**Confirm Now**" radio button to confirm your On-Duty class enrollment.
10. Select the "**Submit**" button to submit the enrollment.
11. A message appears stating your enrollment request has been submitted.
12. The "**Enrollment Status**" field displays "**Confirmed.**" You are now enrolled in the On-Duty class and will receive a confirmation email.
13. Select the "**Print On-Duty Enrollment Confirmation Form (PDF)**" button to print the On-Duty enrollment confirmation for your records.
14. A screen appears stating the report is running. After the report is completed, a page appears with the following message. Select the "**Click here to view the report**" link.
15. A **Confirmation of On-Duty Training PDF** form appears with the On-Duty class information confirmed.

For questions please call 785-239-6481.